



**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA**  
**(A GOVERNMENT OF INDIA UNDERTAKING 'MINIRATNA' COMPANY)**  
**G.T. ROAD, KANPUR- 209 217 (U.P.)**



Artificial Limbs Manufacturing Corporation of India (ALIMCO), a CPSU under Ministry of Social Justice and Empowerment, invites applications from qualified personnels to fill up the following positions on Direct Recruitment basis at ALIMCO HQ at Kanpur and its Auxiliary Production Centres & Regional Marketing Centres at New Delhi, Bengaluru, Bhubaneshwar, Kolkata, Guwahati, Hyderabad, Jabalpur, Mumbai & Chanalon: -

S. No	Post Code	Post	Grade/ Group	Pay Scale	Annual CTC (Approx.) (Rs.) (Including PRP)	Upper age limit as on 1 <sup>st</sup> Nov.- 2016	No. of Vacancy	Category	Exp. (Yrs) As on 1 <sup>st</sup> Nov.- 2016	Initial place of Posting
1	HR-1	Manager Project Management (Civil)	E-4	29100-54500/-	1364702/-	46 Yrs.	01	UR	12	Anywhere in India
2	HR-2	Dy. Manager (P&A)	E-3	24900-50500/-	1137866/-	43 Yrs.	01	UR	10	
3	HR-3	Dy. Manager (Materials)	E-3	24900-50500/-	1137866/-	43 Yrs.	02	1-UR 1-OBC	10	
4	HR-4	Medical Officer	E-2	20600-46500/-	941356/-	40 Yrs.	01	UR	08	
5	HR-5	Purchase Officer	E-1	16400-40500/-	749440/-	37 Yrs.	01	SC	05	
6	HR-6	Civil Engineer	E-1	16400-40500/-	749440/-	37 Yrs.	01	UR	05	
7	HR-7	Junior Storekeeper	Grp-C	7300-16300/-	-	32 Yrs	02	2-OBC	03	
8	HR-8	Tool & Die Maker	Grp-C	7300-16300/-	-	32 Yrs	02	2-UR	05	
9	HR-9	Tuner	Grp-B	7010-15600/-	-	30 Yrs.	04	UR	02	
10	HR-10	Machinist	Grp-B	7010-15600/-	-	30 Yrs.	05	4-UR 1-OBC	02	
11	HR-11	Plant Operator (Boiler-1, DG Set-1)	Grp-B	7010-15600/-	-	30 Yrs.	06	3-UR 1-SC 2-OBC	02	
12	HR-12	Press Operator	Grp-B	7010-15600/-	-	30 Yrs	01	OBC	02	
13	HR-13	Electroplater	Grp-B	7010-15600/-	-	30 Yrs	02	1-UR 1-SC	02	
14	HR-14	Polisher	Grp-A	6720-14950	-	30 Yrs	02	1-UR 1OBC	05	

**QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION**

**HR-01          Manager Project Management (Civil)**

**Qualification:** A recognized engineering degree in Civil with minimum 55% marks (Desirable 60%). Master's Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Projects Management / Contract Management / Materials Management.

**Experience:** A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in projects/ production/ materials department with two years should be in Projects execution and management including commercial expertise in senior capacity. Should have worked in immediate

lower scale for at least 02 years. Candidate should have thorough knowledge and experience of modern Project Planning and management techniques such as PERT/CPM charts etc. Adequate knowledge of export import is desirable. Experience in BOQ & tender preparation & analysis will be preferred. Experience in coordination of audit activities, verification of Measurement Book & invoices and maintenance of records.

**HR-02 Dy. Manager (P&A)**

**Qualification:** A recognized degree in any discipline and MBA (HR) / MSW / Post Graduate Degree /Diploma in Personnel / HR/ IR / Management with minimum 55% marks (Desirable 60%) or Post Graduation Degree in any discipline with minimum 55% marks (Desirable 60%) from a recognised University with one year recognised Diploma in Personnel Management / Industrial Relation from the Institute/ University. Degree in Law would be an added advantage.

**Experience:** A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration. Should have worked in immediate lower scale for at least 02 years in related field. The candidate should have sound knowledge of factories act, statutory labour laws, personnel management and good communication skills (written & oral) with exposure to the entire functional areas of HR / IR and administration. The incumbent should have experience for Manpower Planning / training / recruitment / selection / handling / legal issues / employees welfare activities, general administration

**HR-03 Dy. Manager(Materials)**

**Qualification:** A recognized engineering degree in Mechanical / Production with minimum 55% marks from recognized university/ institute.

**Experience:** A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department. Should have worked in immediate lower scale for at least 02 years. Candidate should be thorough in Materials Management, Supply Chain Management, Logistics Management, Procurement Planning, Inventory control, Purchase Procedures, Industrial Markets, Rate Contracts, Sales Tax Matters, import / export procedures, Customs Formalities, Vendor Development. Should have sound knowledge of GFR & CVC guidelines relating to procurement policies. Expertise in E-procurement, E-Tendering etc. Working knowledge and understanding of ERP systems. Sound communication skills is also desirable.

**HR-04 Medical Officer**

**Qualification:** Should be MBBS from a recognized Medical Institution. Degree in MS/MD is desirable.

**Experience:** A minimum 08 years post qualification experience in Public Sector Undertaking or Reputed Private hospital. Experience in ICU / NICU / RCU / PICU / Emergency Medical Service Unit is preferable. Experience of attending to casualty/ industrial emergent cases arising from industrial accidents, injuries will be preferred

**HR-05 Purchase Officer**

**Qualification:** Full time Bachelor's Degree in Mechanical / Production Engineering with minimum 55% marks from recognized university / institute.

**Experience:** A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department. Candidate should be thorough in Materials Management, Procurement Planning, Purchase Procedures, Rate Contracts, Sales Tax Matters, import / export procedures, Customs Formalities, Vendor Development Techniques, Inventory Control. Should have sound knowledge of GFR & CVC guidelines relating to procurement policies. Expertise in e-procurement, e-Tendering, preparation of tender documents & CSQ and placement of orders etc. Working knowledge and understanding of ERP systems. Sound communication skills are also desirable.

**HR-06 Civil Engineer**

**Qualification:** Full time Bachelor's Degree in Civil Engineering with 55% marks (desirable 60%) from recognized university.

**Experience:** A minimum 5 years post qualification experience for Degree Holder in Public Sector Undertaking or Reputed Private / Manufacturing Sector in related field Candidate should have experience in Design / detail engineering or execution of civil / structural works of buildings / long span industrial construction equipment

foundation, superstructure work of RCC / Structural steel etc. Knowledge in the field of estimation of bill of quantities, preparation of measurement book, verification of work, maintenance of pump house, basic cost estimation based on Central / State PWD rates including experience in the field of analysis of market rates and preparation of construction schedule, supervising the contractor work is also desirable.

**HR-07 Junior Storekeeper**

**Qualification:** 03 yrs Diploma in Mech. Engg. /Graduate with minimum 55% marks from a recognized institute/ University

**Experience:** 03yrs in Office work in Government /PSU/ Public Ltd./ Pvt. Ltd. companies

**HR-08 Tool & Die Maker**

**Qualification :** Certificate from a recognized ITI in Tool & Die Maker trade.

**Experience:** 05 Yrs

**Preferred:** Preference will be given to those having knowledge of:-

1. Design principles of press tools, jigs, fixtures gauges, work holding device etc.
2. Independently holding trial runs on new tooling's.
3. Identifying and rectification of defects in various types of tools.

**HR-09 Turner**

**Qualification:** Certificate from a recognized ITI in Turner trade.

**Experience:** 02 Yrs in same trade,

**Desirable:** Setting and operating similar machines like capstan, traub and turret lathes etc.

**Preferred :**

1. Candidates having higher education and NCVT/SCVT Certificate.
2. Experience of Operation of CNC Turning Centre/Traub.

**HR-10 Machinist**

**Qualification:** Certificate from a recognized ITI in Machinist trade.

**Experience:** 02 yrs in same trade.

**Desirable:** Must have thorough knowledge and experience of: -

1. Reading and working independently from engineering dimensional drawing.
2. Limits, fits and tolerances.
3. Shop mathematics.
4. Grinding of milling cutters & other tools.
5. Knowledge of operation of CNC Machines.

**Preferred:**

1. Candidates having NCVT/SCVT Certificate.
2. Having higher education and Operating sophisticated machines like Copy Milling Machine, Cylindrical & Surface Grinding Machine, CNC Milling Work Centre, Centreless Grinding Machines, etc.
3. Deciding the suitable machine for a particular operation.

**HR-11 Plant Operator (Boiler-1, DG Set-1)**

**Qualification:**

**For Boiler:** - Certificate from a recognized ITI in Diesel Mechanic.

**For DG-Set:** - Certificate from a recognized ITI in Diesel Mechanic.

**Experience:**

**For Boiler :-** 2 Yrs experience in same trade.

**For DG-Set :-** 2 Yrs experience in same trade.

**Desirable:**

**For Boiler :-** Full knowledge of operator and maintenance of Boiler House, DG Set , pump house Compressed Air Plant and switch gear installed with sub-station panel.

**For DG-Set :-** Full knowledge of operator and maintenance of Boiler House, DG Set , pump house Compressed Air Plant and switch gear installed with sub-station panel .

**Preferred:**

**For Boiler :-** 1. Candidates having NCVT/SCVT certificate, higher qualification & experience in the relevant field of manufacturing industries.

2. Should have a recognized certificate of competency for the boiler attend from recognized instituted

**For DG-Set :-** 1. Candidates having NCVT/SCVT certificate, higher qualification & experience in the relevant field of manufacturing industries.

2. Should have a recognized certificate of competency for Compressed Air Plant Operation & DG Set Operation.

**HR-12 Press Operator**

**Qualification:** Certificate from a recognized ITI in Sheet Metal Worker trade.

**Experience:** 02 Yrs in same trade.

**Desirable:** Heat Treatment of material and cutting tools.

**Preferred:** 1. Candidates having higher education and NCVT/SCVT Certificate.

2. Operating various types of presses including trimming press and press tools.

**HR-13 Electroplater**

**Qualification:** Certificate from a recognized ITI in ELECTROPLATER Trade.

**Experience:** 02 yrs in same trade.

**Desirable:** 1. Making wiring diagrams of circuits for electro-cleaning, electro stripping and electrodeposition including methods of wiring to obtain reverse current conditions.

2. Working in Electro deposition plant including rectifiers, motors generators, accumulators, switch boards and vats etc.

**Preferred:** Preference will be given to those: -

1. Candidates having higher education and NCVT/SCVT Certificate.

2. Carrying out shop tests for nickel, chromium and copper solutions.

3. Carrying out anodizing and other types of metal deposition on various metals.

**HR-14 Polisher**

**Qualification:** Matriculation Pass (Desirable 12th Pass)

**Experience:** 05 Yrs. in field of Polishing Metal parts

**Preferred:** Candidates having experience in working of electroplating shop of light industrial engineering / public sector undertaking.

**SELECTION PROCESS:**

Personal Interview for Sl. No. 1 to 6, the candidates will be required to attend Personal Interview before the Corporation's Selection Board and for Sl. No 7 to 14 Written Test or Skill test or both will be conducted.

**RELAXATION**

Relaxations for SC / ST / OBC (Non-Creamy Layer) / PH (degree of disability 40% or above) candidates will be provided as per guidelines of Govt. of India

**GENERAL CONDITIONS:**

1. The applicant must be citizen of India.

2. The candidate should not have exceeded the age limit as on 1<sup>st</sup> November, 2016 The date for reckoning the age, qualification, experience etc shall be on 1<sup>st</sup> November, 2016.

3. No age & percentage of marks bar for Departmental candidates. Departmental candidates are those who are on the regular rolls of the Corporation.

4. The candidates having minimum experience in multi-units of Public Sector Undertaking/Large Manufacturing Organizations of repute will be preferred.
5. All the applicants should preferably have good computer knowledge and communication skills.
6. Persons working under Central/State Govt./Public Sector Undertaking/ Autonomous bodies should apply through proper channel. While forwarding the application it may be verified and certified by the controlling authority that the particulars furnished by the officer are correct and that no disciplinary / vigilance case is either pending or contemplated against the officer. Integrity certificate and a statement of major / minor penalty imposed if any in past five years may also be sent along with application. The candidate may, however, send advance copy of the application along with requisite enclosures to avoid delay but may produce NO OBJECTION CERTIFICATE at the time of interview/written test from their present Employer.
7. The candidates are advised to give specific, correct, full information. In case it is detected at any stage that a candidate does not fulfill the eligibility criteria, his / her candidature shall be rejected / cancelled without assigning any reason, thereof. Similarly, even after joining, if it is found that he/she has furnished any incorrect information or suppressed any material information, his/her services shall be summarily terminated.
8. The Management reserves the right to call suitable/short-listed candidates for test/interview.
9. In case no suitable candidate is found, management may consider for appointment of the candidate on contract basis by relaxing age / qualification / experience, at a suitable remuneration to meet immediate requirement.
10. Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
11. Mere fulfilment of eligibility criteria/norms does not entitle a candidate to be called for interview. Management reserves the right to raise standard of specifications i.e. qualification /percentage of marks / experience higher than that of the minimum prescribed in the advertisement to restrict the number of candidates to be called for interview.
12. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto shall be subject to jurisdictions of Court at Kanpur Nagar only.
13. Candidates belonging to OBC category but not covered under 'Non-creamy layer' should indicate their category as 'General'.
14. The candidates called for the Interview will be reimbursed return rail / bus fare by shortest route on production of proof of journey from their present address to the place of interview as per the rules of the Corporation. No TA will be paid to any candidate for appearing in the written examination.
15. Candidates should carefully fill up all details in the application form especially the Category (SC/ST/OBC-NCL/PH) for which required documentary proof need to be attached with the application. If later it is found that such a statement/ certificate is false, the candidate will be liable for suitable action including termination of services and prosecution.
16. Appointment to the post will be subject to being found medically fit by the Chief Medical Officer as per the prescribed Health Standards.
17. In addition to basic pay the selected candidate would be entitled for DA, HRA, perks (50% of basic) and other benefits like PF contribution of 12%, Pension Scheme, PRP Indoor treatment, hospitalization facilities, Post-Retirement Medical Scheme under Medical Rules, Gratuity, Earned leave and casual leave as per the rules of the Corporation.
18. Depending upon the place of posting, the candidates with knowledge of local/ regional languages would be preferred.
19. Refund of application fee in case management decides to cancel the process of recruitment of any post for any reason.

20. ALIMCO shall not be responsible for any postal delay / loss of application in transit. Applications received after due date will neither be entertained nor returned. Incomplete applications will summarily be rejected.
21. The Corporation reserves the right to prepare a panel for the posts advertised to fill up the future vacancies arising after the publication of this advertisement.
22. Though places of posting have been as indicated in this advertisement, the candidates are liable to be transferred anywhere in India including initial posting.
23. Any modifications / amendments in the advertisement will be given on the ALIMCO website only i.e. [www.alimco.in](http://www.alimco.in) and no separate advertisement will be issued.
24. All important information regarding this recruitment will be available on the ALIMCO website [www.alimco.in](http://www.alimco.in) and as such, candidates are advised in their own interest to visit the website periodically to get update.

#### **HOW TO APPLY:**

1. Candidates must apply in the Common Application Format devised by ALIMCO.
2. Candidates should ensure that they have filled in the Application Format complete in all respects legibly.
3. Applications in the prescribed format must be submitted along with attested copies of testimonials in support of Age, Caste, Educational Qualifications, Experience etc., and **nonrefundable Demand Draft of Rs. 500/- for Sl. No 1 to 6 and Rs.250/- for Sl. No. 7 to 14 (SC / ST/ PWD and departmental candidates are exempted from payment of application fee) drawn in favour of ALIMCO, payable at Kanpur, may be sent only by Post to the Sr. Manager (Personnel & Administration), ALIMCO, Naramau, G. T. Road, Kanpur-209 217. The 'Advt. No.' 'Category' and the 'Post Applied For' should be mentioned on the **envelope so as to reach on or before the closing date i.e. 30 Nov, 2016**. Applications not in prescribed format or without supporting documents for Age, Qualification, Experience, Application fee, Caste (if applicable) etc or sent through any other modes viz **email, fax and courier etc. shall be summarily rejected.****
4. Candidate should note that the ALIMCO will in no case be responsible for rejection of application on account of application being incomplete, non-receipt of application or any delay in receipt thereof on any account whatsoever. Application received after the prescribed closing date will not be entertained under any circumstances and all such applications will be summarily rejected. The applicants should therefore, ensure that their applications must reach ALIMCO Kanpur on or before the prescribed closing date i.e. **30 Nov, 2016**

#### **Documents to be enclosed:**

1. SSLC/HSC Certificate/Mark Sheet copy (in support of date of birth)
2. Copies of Educational Certificates (Degree, PG Degree and Doctorate).
3. Latest copy of Pay Slip if applicable
4. Copies of proof of experience.
5. Demand Draft/ Bankers cheque in favour of ALIMCO payable to Kanpur.
6. Copy of Caste Certificate – SC/ST
7. Copy of Caste Certificate OBC (NCL) not issued before 6 months
8. Copy of Certificate of disability in case of Physically Handicapped candidates.

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(D) **ACADEMIC PERFORMANCE :**

1. **Basic Qualifications :**

Exam Passed	Institution/ University/ Board	Branch of Specilization	Duration of Study	Month & Year of Passig MM/YYYY	Aggregate % of Marks	Full Time/ Part Time/ Correspondence

2. **Professional Qualification (Please mention qualification which makes you eligible) :**

Exam Passed	Institution/ University/ Board	Branch of Specilization	Duration of Study	Month & Year of Passig MM/YYYY	Aggregate % of Marks	Full Time/ Part Time/ Correspondence

3. **Additional Qualification, if Any:**


(E) **DETAILS OF EXPERIENCE (If required, please attach separate sheet)**

Name of the Organization	Designation	Scale of Pay	Duration		Nature of Duties	Reason for leaving
			From MM,YYYY	To MM,YYYY		

Post Qualification Experience : Year  Months

(F) **DETAILS OF DEMAND DRAFT :**

Demand Draft No.	Dated	Name of the Bank	Amount

(G) **WHETHER DEPARTMENTAL CANDIDATE :** Yes/No



**Declaration:**

I affirm that the information given in this application is true and correct to the best my knowledge and belief. I further undertake that if at any stage it is discovered that an attempt has been made by me willfully to conceal or misrepresent the facts, my candidature/appointment shall be summarily rejected or terminated without any notice.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant

**Please Enclose:**

1. Proof of SC/ST/OBC/PH Certificate (If applicable).
2. Demand Draft of Rs 500/- for Sl. No 1 to 6 & Rs.250/- for Sl.No 7 to 14 in favour of ALIMCO, payable at Kanpur, (SC/ST/PH Exempted).
3. Certificates in support of age, education qualifications, experience etc.
4. Please write Advertisement No., Category and post applied for on the top of the envelope.
5. Please attach a sheet in your own handwriting giving justification as to why you consider fit for the post applied for in maximum 300 words.

**LAST DATE FOR RECEIPT OF APPLICATIONS : 30th Nov, 2016**